



Utah 2016-17 State Testing

November 17, 2016



Today's Goals

- Provide high level information to Utah district and school staff to assist in the successful planning and administration of the ACT test
- Provide an understanding of tasks that schools will need to complete and the schedule of events
- Provide resources and contact information to help with questions

Agenda

- **Utah Testing Program**
- **Testing Program Changes**
- **Online Testing**
- **Technology**
- **PearsonAccess^{next} /Test Coordinator Role**
- **Reporting**
- **Accommodations**
- **Things to Start Thinking about**
- **Resources and Contact Information**

What We Are Not Going To Cover

- **Testing Staff and Training**
- **Test Materials**
- **Pretest Activities**
- **Test Day Activities**
- **Preparing for Makeup Testing**
- **Packing and Returning Materials**

Utah Testing Program

Program Specifics for Utah State Testing

- **The ACT (No Writing)**
 - Taken online
 - Taken on paper
- **ACT-approved accommodations**
- **Non-college reportable accommodations**

Test Dates

- Initial test date: **February 28, 2017**
 - FedEx pickup: **March 1, 2015**
- 1st makeup test date: **March 21, 2017**
 - FedEx pickup: **March 22, 2017**
- 2nd makeup test date: **April 19, 2017**
 - FedEx pickup: **April 20, 2017**
- Online and accommodated testing window: **February 28**
 - **March 14, 2017**
 - FedEx pickup: **March 15, 2017**

Online Testing

- **Number of Test Dates**
 - 11 days of testing (**weekdays only**)
 - Different groups can test each day; once a student begins a test, he/she needs to complete the test that day.
- **Device Offerings**
 - School-owned desktops and laptops only; this includes student-assigned that meet requirements.
 - Chromebooks are supported only when used with installable app software. iPads are not supported at this time.
- **Delivery Modes**
 - Schools can choose to administer paper OR online. Schools will also be able to do mixed-mode administration of the ACT, allowing some students to test online and some on paper.

Administration Requirements

The ACT must be administered over 2 days

- **Pre-Test Session-** students must complete the pre-test sessions before the administration of the academic tests.
- **Test day-** students will then take the ACT on:
 - Initial, Makeup or Second Makeup paper/pencil test date –
 - Online and Accommodated testing window

There is additional flexibility on when the pre-test session for students testing online.

Testing Program Changes

Why Are There Changes?

ACT is continually making enhancements to systems, services and products. If you were a participating school or test coordinator in 2015-2016, you should expect some improvements.

Let's discuss some of these changes.

Specific information will be provided at the time of each activity.

Change #1: Participation

- Establishment is gone and has been replaced with participation.
 - What's the difference between establishment and participation?
- The process is starting later (and the window ends later).
 - The process began on November 7, 2016.

Change #2: PearsonAccess^{next}

- PAnext will be used by testing staff for various test related activities.
 - Applies to online and paper/pencil testing
 - Participation
 - Creating/deleting/editing user accounts
 - Adding/deleting/editing students
 - Assigning test sessions
 - What's the difference between establishment and participation?
- The extended use of PAnext will permit more of a self-serve model to testing.

Change #3: Off-Site Testing

- What is off-site testing? An option for schools that are unable to meet ACT's facility requirements; schools may go to an off-site testing location that meet those requirements.
- Schools will no longer need to complete an off-site testing request form.
 - No need to receive ACT approval
 - Must provide basic information about the off-site location when you return your test day documentation

Change #4: The ACT Taken Online

- New for Utah in 2016-17!
- Schools will need to meet hardware, software, and other technical requirements.
- Site will need to successfully complete site readiness.
- ProctorCashing will be required.

More information in this presentation

Change #5: Enrollment Counts

- Schools will not be confirming or entering enrollment counts in PAnext.
 - The initial enrollment count will automatically be populated based on the number of examines loaded in the system.
 - ACT will work with USBE on this task.
- The information on the enrollment screen determines the quantity of materials sent for the initial test day.
- Additional materials can be ordered through PAnext.

Change #6: Nonsecure and Secure Material

- ACT is combining the nonsecure and secure shipments.
- The shipment will now contain both nonsecure and secure materials.
- Materials will arrive about two weeks before test day.

Change #7: Accommodations

- Utah schools will not have the option to order non-college reportable accommodations.
- Accommodations materials will be shipped in bulk. ACT will no longer assign accommodations to individual examinees.
 - Test coordinator will assign kits to examinees based on the examinees' ACT-approved accommodations.
 - ACT will no longer assign examinees a reference number.
- Schools be able to view the status of requests in TAA.
 - ACT will no longer send “preliminary roster” or “final roster.”

The ACT Taken Online

Online Testing

- **Number of Test Dates**
 - 11 days of testing (**weekdays only**)
 - Different groups can test each day; once a student begins a test, he/she needs to complete the test that day.
- **Device Offerings**
 - School-owned desktops and laptops only; this includes student-assigned that meet requirements.
 - Chromebooks are supported only when used with installable app software. iPads are not supported at this time.
- **Delivery Modes**
 - Schools can choose to administer paper OR online. Schools will also be able to do mixed-mode administration of the ACT, allowing some students to test online and some on paper.

The ACT Taken Online

	Paper	Online
What are the test dates?	See your <i>Schedule of Events</i> for your specific test dates.	
	One initial test date and one makeup test date	Eleven weekday test dates
Is the same content covered?	The ACT taken on paper contains the same number of items and covers the same content as the ACT taken online.	
What subjects are included?	The ACT consists of four multiple-choice subtests: English, mathematics, reading, and science. If part of your testing program, the ACT writing test is also available.	
Is there a test booklet for each subject?	There is a test booklet for the multiple-choice questions and a separate test booklet for the writing test.	The test coordinator sets up a test session for each test room. The session includes multiple-choice and, if part of your testing program, the writing test.
How do examinees submit responses?	The examinee grids responses on an answer document.	The examinee selects answers online.
Is there a makeup test date?	Examinees who miss the initial test date may test on the makeup test date.	There are eleven days of testing. Examinees who miss a scheduled test date may test on one of the other available dates.

The ACT Taken Online

What are the facility requirements?	Carrels, dividers, or partitions between examinees are not allowed.	Carrels, dividers, and partitions between examinees are allowed.
	See the <i>Summary of Requirements</i> document for more information about facility requirements.	
What testing staff is needed?	Testing staff for the paper administration are: <ul style="list-style-type: none"> • test coordinator • room supervisors • proctors 	Testing staff for the online administration are: <ul style="list-style-type: none"> • test coordinator • technical coordinator • room supervisors • proctors
Who may serve as testing staff?	See the <i>Summary of Requirements</i> for more information about who may serve as testing staff.	
What is the role of the technical coordinator?	Not applicable	The technical coordinator ensures the school's computers and network are ready for testing.
What are the hardware and software requirements?		See the <i>Technical Requirements</i> document. http://www.act.org/aap/pdf/TechnicalRequirements.pdf

The ACT Taken Online

A few additional items:

- Time limits for online testing are the same as the paper test.
- Scores from online testing mean the same thing as scores from paper testing.
- Schools must choose the mode of testing for their students: Paper or online.
- Technical requirements: The online version of the ACT will support current releases of major operating systems and browsers. Technical requirements for online testing are posted on the ACT/Utah state testing website: www.act.org/stateanddistrict/utah
- The last day to switch from online testing to paper is January 26, 2017.

Requirements for Online Administration

- School equipment must meet hardware, software, and other technical requirements defined by ACT, and performed during site readiness. Site readiness includes performing system checks to ensure technical requirements are met.
- ProctorCache software as defined by ACT in the Technical Guide for Online Testing must be installed

Important! If your school does not meet the requirements during site readiness or install ProctorCache software, ACT will change your administration from online to paper.

Technology

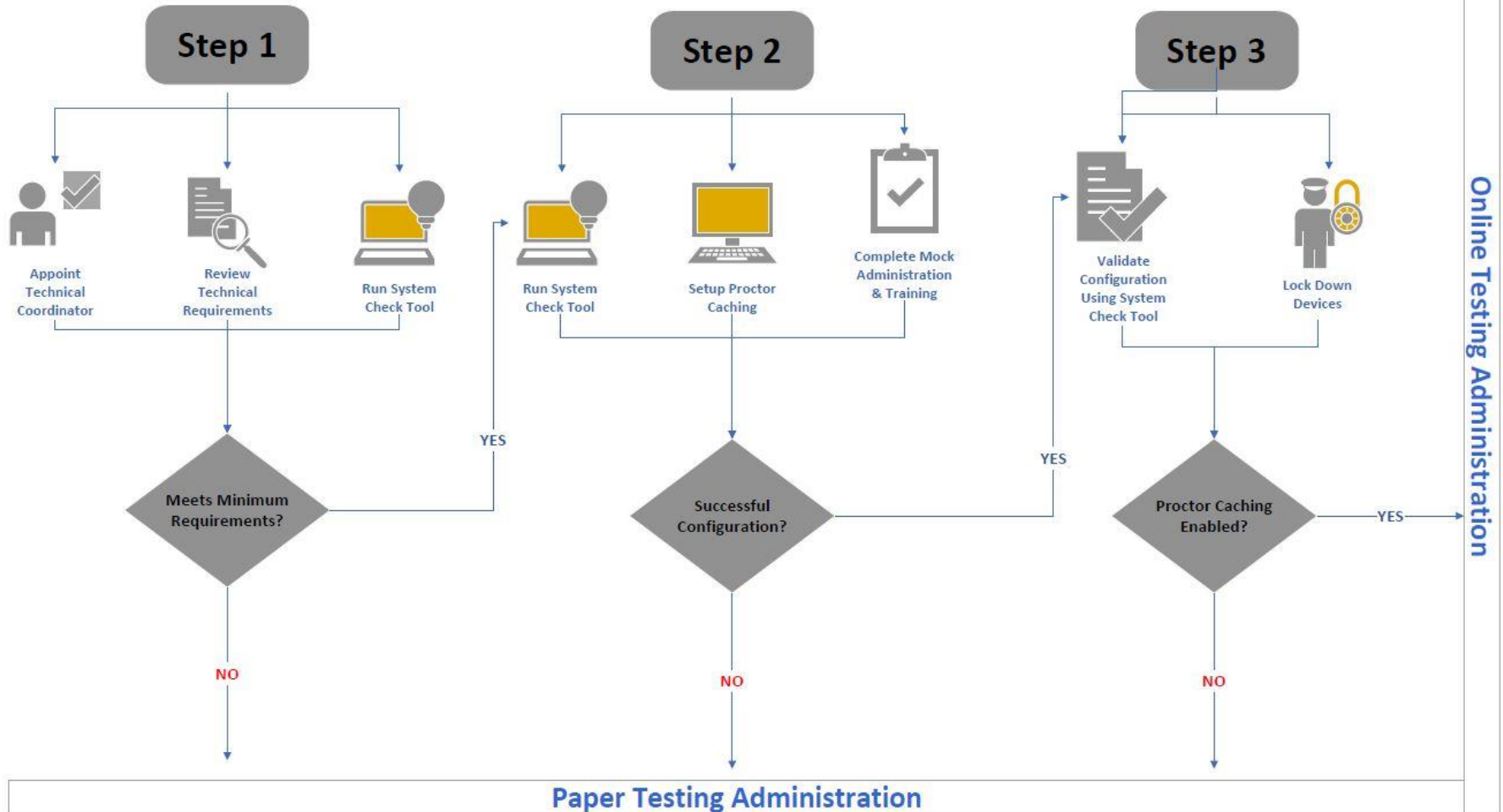
Online Testing Site Readiness Steps

To ensure technical readiness for the ACT taken online, your school must perform three steps:

- **Step 1**
 - Appoint a technical coordinator, review the technical requirements, and run the system check.
- **Step 2**
 - Set up proctor caching and complete the mock administration and training.
- **Step 3**
 - Validate configuration using the system check tool and lock down devices.

Site Readiness Checkpoints

The ACT Online Testing Site Readiness Plan



Technical Coordinator

- The technical coordinator helps the test coordinator set up computers for testing. The person in this role must be available on test day to assist and troubleshoot any technical issues that may arise.
- Responsibilities
 - Ensure the school's computers and infrastructure meet online testing requirements
 - Help the test coordinator and other staff set up for test day
 - Troubleshoot technical issues

Site Readiness

Category	Information You'll Need to Know
Internet connection	<ul style="list-style-type: none">• type of internet connection at your school• internet bandwidth/speed
Devices	<ul style="list-style-type: none">• number of devices available for examinees to use• number of devices to be used for administrative access• types of devices• device owner
Operating System, Processor, Memory	<ul style="list-style-type: none">• operating system for each device• processor for each device• memory for each device
Monitors	<ul style="list-style-type: none">• screen resolution for each device• display size of each device
Browsers	<ul style="list-style-type: none">• web browser to be used, if not using TestNav app <p><i>Note: The only supported browser for TestNav is Firefox ESR 45 (32-bit).</i></p>

Hardware Requirements

Hardware Requirements (Minimum)	Windows	Macintosh (OS X)	Chrome OS (Chromebook)
Processor	x86/x32 and x64	only Intel-based™	Any
Memory	512 MB RAM	1 GB RAM	2 GB RAM
Screen size	9.5 inch	9.5 inch	9.5 inch
Screen resolution	1024 x 768	1024 x 768	1024 x 768
Input device	wired external keyboard and mouse	wired external keyboard and mouse	touchscreen not supported

Administrative Monitoring

- Each test room must have a separate computer for the room supervisor to access PAnext to:
 - Start/close test session
 - Monitor testing progress
- Room supervisor's computer must pass the technical check and be located in an area where all examinees are visible

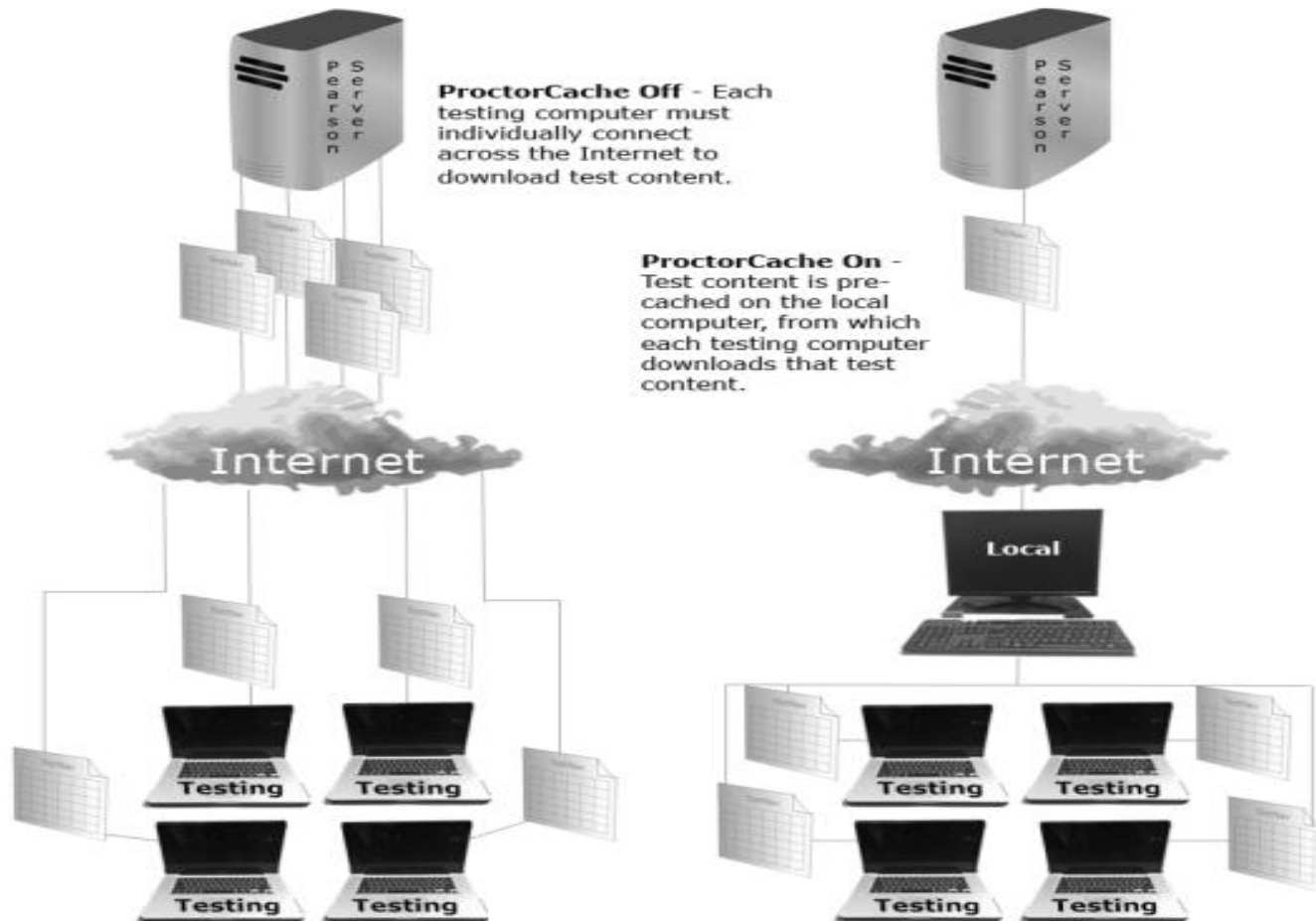
“Locking Down” Computers

- For test content security purposes the ACT must be given using a “locked down” testing app, TestNav.
- Disabling the lockdown is strictly prohibited
- Applications that may automatically launch on a computer must be configure to not launch during testing sessions

Online Testing Components

- **PearsonAccess^{next}**
 - Where student data is stored
- **TestNav**
 - Secure, browser based application used by students for online testing
 - Uploads student responses to PAnext and saves an encrypted backup file as a student moves through the test.
- **ProctorCache**
 - Stores local cached copy of test content
 - Saves bandwidth usage and quickly loads test
- **SystemCheck**
 - Evaluates testing workstation readiness
 - Run from testing stations

Why Use Proctor Caching



What If?

- **What happens if issues are encountered with the network during testing?**
 - **TestNav will save student responses to an encrypted backup file so the student can either continue testing or exit the system without losing response data.**

PearsonAccess^{next} and the Role of the Test Coordinator

What is PAnext ?

- Test management system
- All testing preparation will be done through PAnext. (It is important that you become familiar and comfortable with PAnext.)
- Activities that will occur in PAnext:
 - Assigning test sessions
 - Tracking inbound material
 - Ordering additional material
 - Adding/editing all students (paper testing and online testing)
 - Entering accommodations pin number (obtained from Test Accessibility and Accommodations [TAA])

Test Coordinator

The test coordinator (TC) is the main contact for ACT testing.



The test coordinator may choose to have a back-up test coordinator and test accommodations coordinator assist in testing activities.

Manage Participation

- November 7th each Schools TC received an e-mail invitation to access PAnext

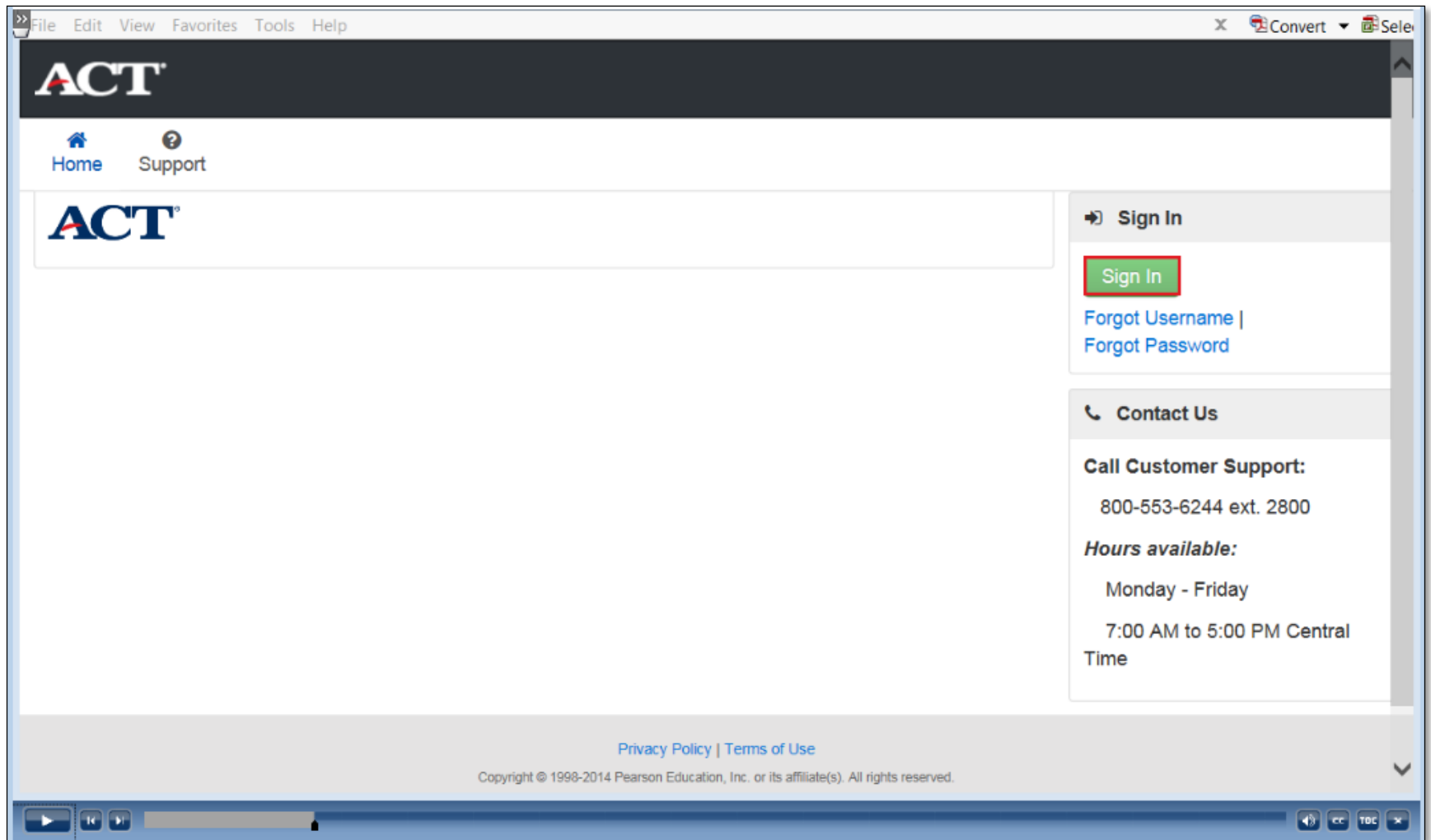
<https://testadmin.act.org/>

- You must complete “manage participation” by December 16th, 2017
- In addition to managing participation, you can also make edits to contacts and users at this time.

Manage Participation

- **Participating Schools**
 - All schools are defaulted to participating.
 - **Materials receipt date**—select options from “Receive initial materials the week of” dropdown.
 - Select choice of date to receive initial test materials; default is 2 weeks prior to initial test date.
 - Indicate if not testing on the initial test date.
 - Indicate if not participating in the ACT testing event and identify a reason.

Manage Participation



Manage Participation



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A. STAFF AGREEMENT (All users with responsibility of the test coordinator)

You meet the qualifications as outlined in the Summary of Requirements document and administration manual and will personally carry out the responsibilities of the test coordinator. You agree to take all steps necessary to arrange for appropriate testing facilities and test material security. You also agree to perform test administration duties in accordance with all policies and procedures provided by ACT. You understand and agree that during your term in your assigned role, you will not engage in any test preparation activities for ACT testing programs beyond our specifically defined school responsibilities. You agree to read and comply with all policies and procedures provided at any time by ACT which are relevant to the ACT testing program(s) that you are coordinating, including those listed in the administration manual. You agree to notify ACT of test administration or security concerns immediately and to cooperate fully in any investigation conducted by ACT.

B. RESTRICTIONS ON USE OF MATERIALS

1. This Site is operated by NCS Pearson, Inc. ("Pearson") and is provided to You as a service for designated educational assessment programs ("Assessment Programs") offered by ACT, Inc. through its contracts with certain education agencies (including state education agencies) and educational institutions or organizations ("Education Agencies").
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Manage Participation

Setup > Organizations

The screenshot displays the ACT State Board of Education website interface. At the top, a dark navigation bar contains the ACT logo on the left and a breadcrumb trail on the right: ACT > UTAH > ACT 2017 > ACT (ACT). Below this, a secondary navigation bar features icons and labels for Home, Setup, Testing, Reports, and Support. The main content area is divided into three vertical sections: SETUP, TESTING, and REPORTS. Each section has a large icon (gears for Setup, a clipboard with a checkmark for Testing, and a document for Reports) and a 'Select an action' dropdown menu. The SETUP section is currently active, and its dropdown menu is open, showing options: Import / Export Data, Students, Groups, Organizations, Users, Published Report Access, and Published Report Release. A blue arrow points from the 'Organizations' option to the main content area. On the left side of the main content area, there is a 'Program Information' section with a star icon and the Utah State Board of Education logo, which includes the text 'UTAH STATE BOARD OF EDUCATION' and '1896'. On the right side, there is a 'Contact' section with a telephone icon, followed by 'Contact Us', 'General Inquiries' (with phone and website information), 'Accommodations Questions' (with phone, email, and customer service hours), and 'Links' (with links to the UT/ACT State Testing Web Site and the Test Accessibility and Accommodations (TAA) System).

Manage Participation

Setup > Organizations

The screenshot displays the ACT State Board of Education website interface. At the top, a dark navigation bar contains the ACT logo on the left and a breadcrumb trail on the right: "ACT > UTAH > ACT 2017" followed by "ACT (ACT)" and a user profile icon. A red circle highlights this breadcrumb trail. Below the navigation bar is a blue header section with three main tabs: "SETUP" (with a gear icon), "TESTING" (with a checkmark icon), and "REPORTS" (with a document icon). Each tab has a "Select an action" dropdown menu. Under the "SETUP" tab, a dropdown menu is open, showing options: "Import / Export Data", "Students", "Groups", "Organizations", "Users", "Published Report Access", and "Published Report Release". A blue arrow points from the "Organizations" option to the main content area. The main content area is divided into two sections. On the left, under "Program Information", is the Utah State Board of Education logo, which features a torch and the text "UTAH STATE BOARD OF EDUCATION" and "1896". On the right, under "Contact", is a "Contact Us" section with "General Inquiries" information, including a phone number (800.553.6244, ext. 2800), a website link ([Contact Us](#)), and "Accommodations Questions" information, including a phone number (800.553.6244, ext. 1788), an email address (ACTStateAccoms@act.org), and customer service hours (Monday – Friday: 7:00 a.m. – 5:00 p.m. Central Time). At the bottom of the right sidebar, there is a "Links" section with two links: [UT/ACT STATE TESTING WEB SITE](#) and [Test Accessibilities and Accommodations \(TAA\) System](#).

Manage Participation

Search > Show all results

The screenshot displays the ACT Organizations management interface. At the top, there's a navigation bar with the ACT logo and links for Home, Setup, Testing, Reports, and Support. Below this, the 'Organizations' section is active, showing a search for 'Participating in ACT 2017'. A blue arrow points to the 'Show all results' button, which is highlighted with a yellow tooltip that reads 'This action clears the search and filters'. The interface also includes a 'Find Organizations' section with filters for Parent Organization, Organization Name, and Organization Code. A table of results is partially visible at the bottom, with columns for Organization Name, Organization Type, Parent Organization, and Local Site Code. The footer contains a Privacy Policy link and copyright information for Pearson Education, Inc.

Manage Participation

Select desired organization (school)

The screenshot shows the ACT Organizations management interface. The browser address bar displays `https://testadmin.act.org/customer/org/list.action`. The page header includes the ACT logo and navigation links: Home, Setup, Testing, Reports, and Support. The main section is titled "Organizations" and shows a list of organizations. A blue arrow points to the "ACT" organization in the results table.

Find Organizations **Participating in ACT 2017**

Organization Name or Organization Code contains

Filters [Clear](#) [Hide](#)

Parent Organization

Organization Name

Organization Code

[Toggle secondary filters](#)

1 Result

<input type="checkbox"/>	Organization Name*	Organization Code*	Organization Type	Parent Organization	Local Site Code*
<input checked="" type="checkbox"/>	ACT ⓘ	ACT	ACT		

« 1 »

Displaying 25 Manage Columns

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Manage Participation

Start > Test Administration

The screenshot displays the ACT Organizations management interface. The top navigation bar includes the ACT logo and a breadcrumb trail: ACT > OHIO > ACT 2017 > ACT (ACT). Below the navigation bar, there are tabs for Home, Setup, Testing, Reports, and Support. The main section is titled "Organizations" and contains a "Tasks" section with a "Start" button and a "Manage" button. A search bar is present with the text "Find Organizations by Ignoring Participation in ACT 2017". A dropdown menu is open over the search bar, showing options: All Tasks, Create / Edit Organizations, Test Administration, Manage Contacts, and Delete Organizations. A blue arrow points to the "Test Administration" option. Below the search bar, there are filters for Parent Organization, Organization Name, and Organization Code. The table below shows 1 result for the organization "ACT".

Organization Name*	Organization Code*	Organization Type	Parent Organization	Local Site Code*
ACT	ACT	ACT		

Manage Participation

Manage Participation Screen

Tasks for Organizations

Manage Participation

Manage Completion Statuses

ORGANIZATIONS (1)

ACT (ACT)

ACT 2017

ACT (ACT)

☒ ACT Use Only ☐ Submit Participation Details

It is expected that your school will participate in ACT State and District testing.
If your school is going to participate, go to the Participating section. If your school is NOT going to participate, go to the Not Participating section.

Participating
If your school is going to participate, take the following steps:
1. Complete the Materials Receipt Dates section
2. Check the Submit Participation Details box above
3. Click Save to submit

Materials Receipt Dates
ACT plans to ship materials for each scheduled test date. In preparation for the initial scheduled test date, select which week you would like to receive the shipment.
Receive initial shipment the week of:

Not Testing On The Initial Test Date?
☐ I will not be testing paper standard time examinees on the initial test date and should not receive paper secure test material for the initial test date. I will be testing all standard time paper examinees during makeup testing.

Not Participating
If your school is NOT going to participate, take the following steps:
1. Indicate the reason your school will NOT participate below
2. Check the Submit Participation Details box above
3. Click Save to submit

Reason Not Participating

Other Reason Not Participating

Note: Please verify that your Participation and Contact Information are complete and accurate.

* Required

Save

Reset

Show Organization Details

Show Audit Trail

Save

Reset

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Manage Participation

Participating

If your school is going to participate, take the following steps:

1. Complete the Materials Receipt Dates section
2. Check the Submit Participation Details box above
3. Click Save to submit

Materials Receipt Dates

ACT plans to ship materials for each scheduled test date. In preparation for the initial scheduled test date, select which week you would like to receive the shipment.

Receive initial shipment the week of:

February 27, 2017

March 6, 2017

te?



☐ I will not be testing paper standard time examinees on the initial test date and should not receive paper secure test material for the initial test date. I will be testing all standard time paper examinees during makeup testing.

Manage Participation

ACT 2017

ACT (ACT)

Save

Reset

☒ ACT Use Only ☐ Submit Participation Details

[Show Organization Details](#)

[Show Audit Trail](#)

It is expected that your school will participate in ACT State and District testing.

If your school is going to participate, go to the Participating section. If your school is NOT going to participate, go to the Not Participating section.

Participating

If your school is going to participate, take the following steps:

1. Complete the Materials Receipt Dates section
2. Check the Submit Participation Details box above
3. Click Save to submit

Materials Receipt Dates

ACT plans to ship materials for each scheduled test date. In preparation for the initial scheduled test date, select which week you would like to receive the shipment.

Receive initial shipment the week of:

Not Testing On The Initial Test Date?

☐ I will not be testing paper standard time examinees on the initial test date and should not receive paper secure test material for the initial test date. I will be testing all standard time paper examinees during makeup testing.

Manage Participation

Search > Show all results

Not Participating

If your school is NOT going to participate, take the following steps:

1. Indicate the reason your school will NOT participate below
2. Check the Submit Participation Details box above
3. Click Save to submit

Reason Not Participating

There are no eligible students attending this school this year.

This school will arrange for all eligible students to return to their home school to test.

All eligible students are scheduled to take an alternate assessment (e.g., IAA or CSAP-A) instead of ACT State and District testing this year.

Other

Note: Please verify that your Participation and Contact Information are complete and accurate.

* Required

Not Participating

If your school is NOT going to participate, take the following steps:

1. Indicate the reason your school will NOT participate below
2. Check the Submit Participation Details box above
3. Click Save to submit

Reason Not Participating

Other Reason Not Participating

Note: Please verify that your Participation and Contact Information are complete and accurate.

* Required

Manage Participation

Tasks for Organizations

Manage Participation

Manage Completion Statuses

ORGANIZATIONS (1)

ACT (ACT)

ACT 2017

ACT (ACT)

Save

Reset

☒ ACT Use Only ☐ Submit Participation Details

It is expected that your school will participate in ACT State and District testing.
If your school is going to participate, go to the Participating section. If your school is NOT going to participate, go to the Not Participating section.

Participating
If your school is going to participate, take the following steps:
1. Complete the Materials Receipt Dates section
2. Check the Submit Participation Details box above
3. Click Save to submit

Materials Receipt Dates
ACT plans to ship materials for each scheduled test date. In preparation for the initial scheduled test date, select which week you would like to receive the shipment.
Receive initial shipment the week of:

Not Testing On The Initial Test Date?
☐ I will not be testing paper standard time examinees on the initial test date and should not receive paper secure test material for the initial test date. I will be testing all standard time paper examinees during makeup testing.

Not Participating
If your school is NOT going to participate, take the following steps:
1. Indicate the reason your school will NOT participate below
2. Check the Submit Participation Details box above
3. Click Save to submit
Reason Not Participating

Other Reason Not Participating

Note: Please verify that your Participation and Contact Information are complete and accurate.

* Required

Save

Reset

Show Organization Details

Show Audit Trail

ACT®

52

Managing Contact and Users

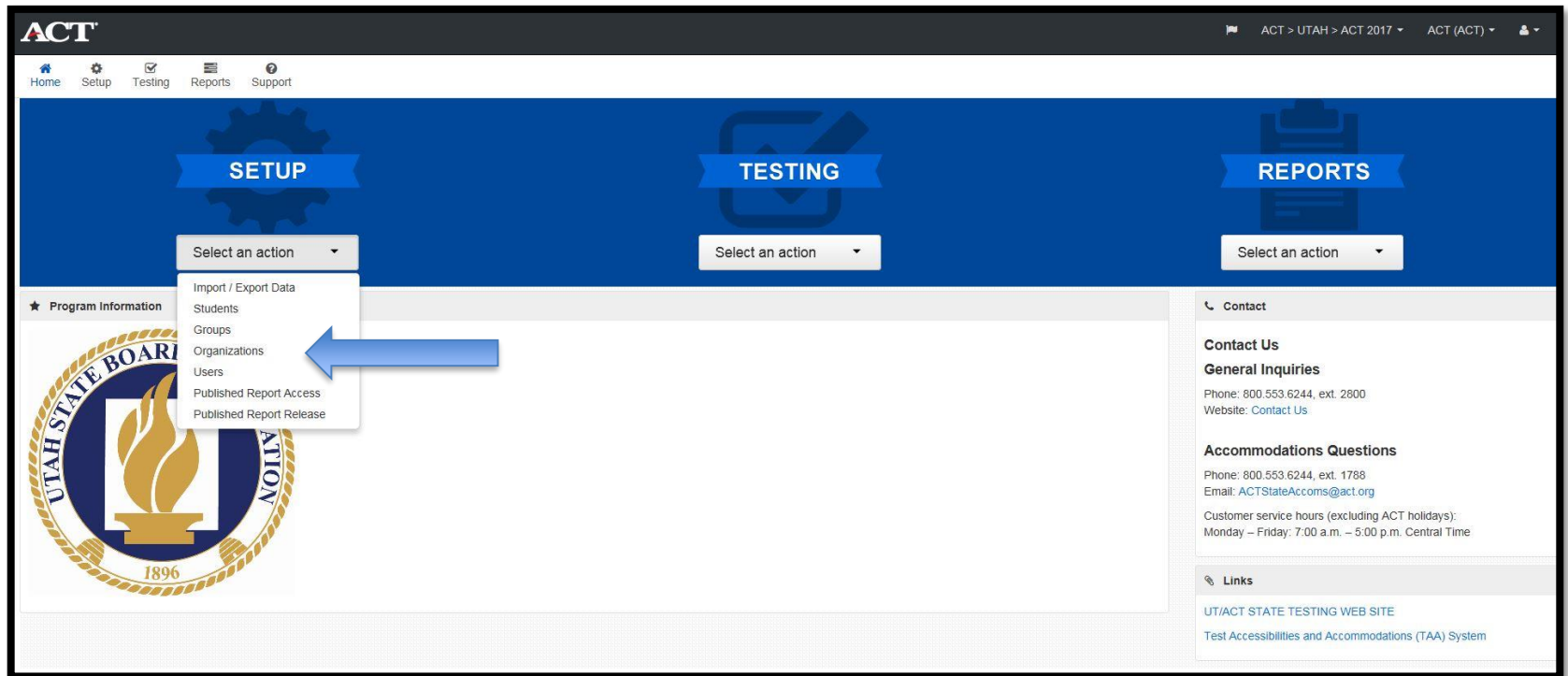
- Contact- the person whom ACT communicates with regarding testing deadlines, dates, policies etc.
- User- is a person who has permissions to perform activities and tasks in PAnext.

Manage Contacts

- The test coordinator (TC) listed for each school and/or district is the person listed in these screens.
- The process for updating the TC information is the same as last year. District TC will be required to make any changes to the TC at the school level.

Manage Contacts

Setup > Organizations



Manage Contacts

Search > Show all results

The screenshot shows the ACT Organizations management interface. At the top, there's a navigation bar with the ACT logo and links to Home, Setup, Testing, Reports, and Support. Below this is a blue header for 'Organizations'. The main content area has two tabs: 'Tasks' and 'Organizations'. The 'Organizations' tab is active, showing a search bar and a 'Manage' button. A blue arrow points from the 'Manage' button to the search bar. Below the search bar, there's a section for 'Find Organizations' with a dropdown menu set to 'Participating in ACT 2017'. A search bar is present, and a blue arrow points from the search bar to the 'Show all results' checkbox. A yellow tooltip box with the text 'This action clears the search and filters' is positioned over the 'Show all results' checkbox. Below the search bar, there are filters for 'Parent Organization', 'Organization Name', and 'Organization Code'. A blue arrow points from the 'Parent Organization' filter to the search bar. At the bottom, there's a table with columns for 'Organization Type', 'Parent Organization', and 'Local Site Code*'. A message at the bottom of the table says 'Search or select a filter to view results.'

ACT

Home Setup Testing Reports Support

Organizations

Tasks 0 Selected

Select Tasks Start

Organizations 0 Selected Clear

Manage

Find Organizations Participating in ACT 2017

Organization Name or Organization Code contains Search

Show all results

This action clears the search and filters

Displaying 25 Manage Columns

Parent Organization

Organization Name

Organization Code

Toggle secondary filters

Organization Type Parent Organization Local Site Code*

Search or select a filter to view results.

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Manage Contacts

Select desired organization (school)

The screenshot shows the ACT Organizations management interface. At the top, there's a navigation bar with the ACT logo and links for Home, Setup, Testing, Reports, and Support. Below this, the 'Organizations' section is active, showing '1 Selected' and a 'Manage' button. A search bar is present with the filter 'Participating in ACT 2017'. The results table shows one organization, 'ACT', which is highlighted by a blue arrow. The footer contains a privacy policy link and copyright information.

ACT

ACT > OHIO > ACT 2017 ACT (ACT)

Home Setup Testing Reports Support

Organizations

Tasks 0 Selected Organizations 1 Selected Clear

Select Tasks Start Manage

Find Organizations Participating in ACT 2017

Organization Name or Organization Code contains Search

Filters Clear Hide

Parent Organization Select one or more

Organization Name Starts with

Organization Code Starts with

Toggle secondary filters

1 Result

Displaying 25 Manage Columns

<input type="checkbox"/>	Organization Name*	Organization Code*	Organization Type	Parent Organization	Local Site Code*
<input checked="" type="checkbox"/>	ACT ⓘ	ACT	ACT		

« 1 »

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Manage Contacts

Start > Manage Contacts

The screenshot displays the ACT system's 'Organizations' page. At the top, the ACT logo is visible on the left, and the breadcrumb 'ACT > OHIO > ACT 2017' is on the right. Below the logo is a navigation bar with links for Home, Setup, Testing, Reports, and Support. The main heading is 'Organizations'. Below this, there are two tabs: 'Tasks' (0 Selected) and 'Organizations' (1 Selected). The 'Organizations' tab is active, showing a 'Manage' button. A dropdown menu is open from the 'Start' button, listing options: 'All Tasks', 'Create / Edit Organizations', 'Test Administration', 'Manage Contacts' (highlighted with a blue arrow), and 'Delete Organizations'. On the left, there is a search section titled 'Find Organizations' with a dropdown set to 'Participating in ACT 2017'. Below this is a search input field and a 'Search' button. Further down are filter sections for 'Parent Organization', 'Organization Name', and 'Organization Code', each with a 'Starts with' input field. A 'Toggle secondary filters' link is at the bottom of the filters. The main content area shows '1 Result' and a table with the following data:

	Organization Name*	Organization Code*	Organization Type	Parent Organization
<input checked="" type="checkbox"/>	ACT	ACT	ACT	

At the bottom right of the table, there is a pagination control showing '« 1 »'.

Manage Contacts

Contact Screen

Manage Contacts

CONTACTS (1)

Create Contacts

CONTACT DETAILS

New Contact

Save

Organization*

ACT

Contact Type*

Test Coordinator

Staff Information

Title

Coordinator

Work Phone*

3193371111

First and Last Name* ⓘ

Joe Coordinator

Work Phone Extension

Email*

Joe.Coordinator@act.org

Organization Information

Physical Address Line 1*

500 ACT Drive

City*

Iowa City

State*

IA

Physical Address Line 2

Zip Code*

52256

* Required

Save

Reset

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Manage Contacts

Contact Screen

Staff Information

Title

Coordinator

Work Phone*

3193371111

First and Last Name* ⓘ

Joe Coordinator

Work Phone Extension

Email*

Joe Coordinator@act.org

Organization Information

Physical Address Line 1*

500 ACT Drive

City*

Iowa City



Physical Address Line 2

State*

IA

Zip Code*

52256



Manage Contacts

Manage Contacts

CONTACTS (1)

Create Contacts

CONTACT DETAILS

New Contact

Save

Organization*

ACT

Contact Type*

Test Coordinator

Staff Information

Title

Coordinator

Work Phone*

3193371111

Work Phone Extension

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Physical Address Line 1*

500 ACT Drive

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Iowa City

Physical Address Line 2

State*

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Zip Code*

52256

* Required

Save

Reset

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Create Users

- **Allows the test coordinator (TC) listed for each school and/or district to create users.**
- **Every level can edit, create, or delete users that are under them in the identified hierarchy.**

Create Users

Setup > Users

The screenshot displays the ACT North Carolina 2017 web application interface. At the top, the navigation bar includes the ACT logo, a flag icon, and the breadcrumb path: ACT > NORTH CAROLINA > ACT 2017. Below this, a secondary navigation bar features icons and labels for Home, Setup, Testing, Reports, and Support. The main content area is divided into three large blue sections: SETUP (with a gear icon), TESTING (with a checkmark icon), and REPORTS (with a clipboard icon). Each section has a 'Select an action' dropdown menu. The 'SETUP' dropdown is open, showing a list of options: Import / Export Data, Students, Groups, Organizations, Users, Published Report Access, and Published Report Release. A large blue arrow points to the 'Users' option. The left sidebar contains a 'Programs' section with a star icon. The right sidebar includes a 'Contact' section with customer support information and a 'Links' section. The footer of the page identifies the user as 'Public Schools of North Carolina' and lists the 'State Board of Education' and 'Department of Public Instruction'.

ACT

ACT > NORTH CAROLINA > ACT 2017 ACT (ACT)

Home Setup Testing Reports Support

SETUP TESTING REPORTS

Select an action Select an action Select an action

★ Programs

Import / Export Data
Students
Groups
Organizations
Users
Published Report Access
Published Report Release

Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Contact

Call Customer Support:
800-553-6244 ext. 2800

Hours available:
Monday - Friday
7:00 AM to 5:00 PM Central Time

Links

Create Users

Start > Create/Edit Users

The screenshot shows the ACT system interface for user management. At the top, the navigation bar includes the ACT logo and links for Home, Setup, Testing, Reports, and Support. The breadcrumb trail indicates the current location: ACT > NORTH CAROLINA > ACT 2017 > ACT (ACT). The main heading is 'Users'. Below this, there are two tabs: 'Tasks' (0 Selected) and 'Users' (1 Selected). The 'Start' button is open, showing a dropdown menu with the following options: 'All Tasks', 'Create / Edit Users' (highlighted by a blue arrow), 'Reset Passwords', and 'Delete / Restore Users'. The 'Find Users' section includes a search bar for 'Last Name or Email starts with' and a 'Search' button. The 'Filters' section on the left includes a 'Restrict to selected organization' checkbox and input fields for 'First Name' and 'Username'. The table below shows 'No Results' and a message: 'Search or select a filter to view results.' The table headers are: Username*, First Name*, Last Name*, Email*, Active Begin Date, Active End Date, and Delete Date. The 'Displaying' section shows '25' items per page and a 'Manage Columns' link.

ACT

ACT > NORTH CAROLINA > ACT 2017 > ACT (ACT)

Home Setup Testing Reports Support

Users

Tasks 0 Selected

Select Tasks

Start

Users 1 Selected Clear

Manage

Find Users

Last Name or Email starts with

Search

Filters Clear Hide

☐ Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status

No Results

Displaying 25 Manage Columns

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Active Begin Date	Active End Date	Delete Date
Search or select a filter to view results.							

Create Users

Fill in required fields (*) and click Create to save

Tasks for Users + Add Task < Previous Task Next Task > Exit Tasks ✕

Create / Edit Users

USERS (0)

+ Create Users

DETAILS

New User Create Reset

Selected Organizations*
✕ ACT (ACT)

Selected Roles*
✕ Test Coordinator

Account
Enabled

Email*
joe.coordinator@act.org

Active Begin Date

Username*
joe.coordinator@act.org

Active End Date

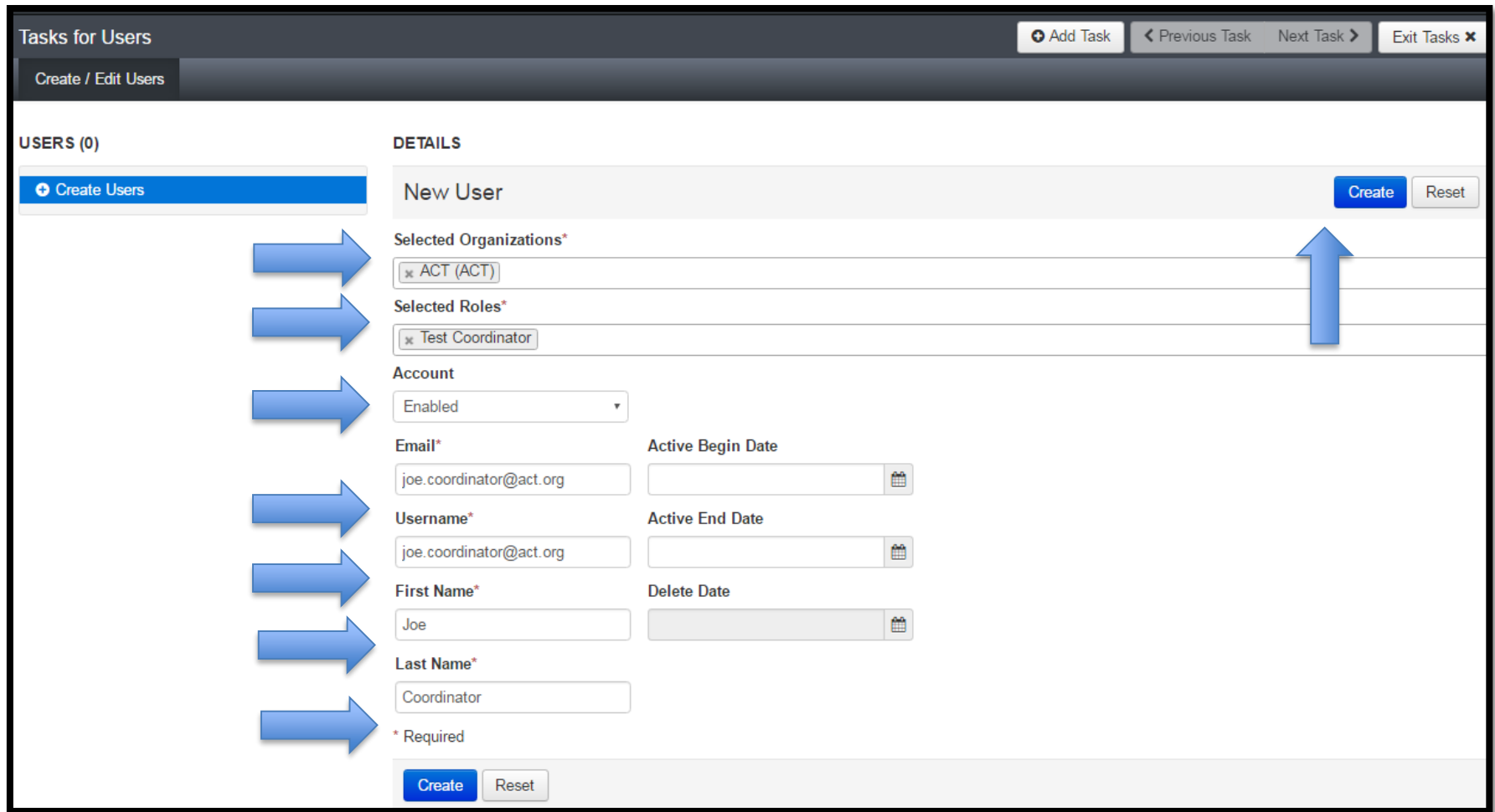
First Name*
Joe

Delete Date

Last Name*
Coordinator

* Required

Create Reset

The screenshot shows a web application interface for creating users. On the left, a sidebar contains a button labeled '+ Create Users'. The main content area is titled 'DETAILS' and 'New User'. It contains several form fields: 'Selected Organizations*' with a tag 'ACT (ACT)', 'Selected Roles*' with a tag 'Test Coordinator', 'Account' with a dropdown set to 'Enabled', 'Email*' with the value 'joe.coordinator@act.org', 'Username*' with the same value, 'First Name*' with 'Joe', and 'Last Name*' with 'Coordinator'. There are also date pickers for 'Active Begin Date', 'Active End Date', and 'Delete Date'. At the bottom of the form are 'Create' and 'Reset' buttons. Six blue arrows point to the required fields: the '+ Create Users' button, 'Selected Organizations*', 'Selected Roles*', 'Email*', 'Username*', and 'First Name*'. A seventh blue arrow points to the 'Create' button at the top right of the form.

Edit Users

- **Allows the test coordinator (TC) listed for each school and/or district to create users.**
- **Every level can edit, create, or delete users that are under them in the identified hierarchy.**

Edit Users

Setup > Users

The screenshot displays the ACT Utah 2017 web application interface. The top navigation bar includes the ACT logo, a breadcrumb trail "ACT > UTAH > ACT 2017", and a user profile icon. Below this is a secondary navigation bar with icons for Home, Setup, Testing, Reports, and Support. The main content area is divided into three sections: SETUP, TESTING, and REPORTS, each with a gear icon and a "Select an action" dropdown menu. The SETUP section is active, and its dropdown menu is open, showing options: Import / Export Data, Students, Groups, Organizations, Users, Published Report Access, and Published Report Release. A large blue arrow points to the "Users" option. The left sidebar contains a "Program Information" section with the Utah State Board of Education logo and the year 1896. The right sidebar contains a "Contact" section with "Contact Us" and "General Inquiries" information, including phone and email details, and a "Links" section with links to the UT/ACT State Testing Web Site and the Test Accessibilities and Accommodations (TAA) System.

ACT

ACT > UTAH > ACT 2017 ACT (ACT)

Home Setup Testing Reports Support

SETUP TESTING REPORTS

Select an action Select an action Select an action

★ Program Information

Import / Export Data
Students
Groups
Organizations
Users
Published Report Access
Published Report Release

UTAH STATE BOARD OF EDUCATION
1896

Contact

Contact Us
General Inquiries
Phone: 800.553.6244, ext. 2800
Website: [Contact Us](#)

Accommodations Questions
Phone: 800.553.6244, ext. 1788
Email: ACTStateAccoms@act.org
Customer service hours (excluding ACT holidays):
Monday – Friday: 7:00 a.m. – 5:00 p.m. Central Time

Links
[UT/ACT STATE TESTING WEB SITE](#)
[Test Accessibilities and Accommodations \(TAA\) System](#)

Edit Users

Search > Show all results

The screenshot displays the ACT Users management interface. At the top, the navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The main header shows 'ACT' and 'ACT > OHIO > ACT 2017 > ACT (ACT)'. Below the header, there are two tabs: 'Tasks' and 'Users'. The 'Users' tab is active, showing '0 Selected' and a 'Clear' button. A 'Manage' button is also visible. The 'Find Users' section includes a search bar with the placeholder 'Last Name or Email starts with' and a 'Search' button. A blue arrow points from the search bar to a dropdown menu that says 'Show all results' and 'This action clears the search and filters'. On the left, there are filters for 'First Name', 'Username', 'Account Status', 'Roles', and 'Organizations'. A blue arrow points from the 'Roles' filter to a dropdown menu. The main table lists users with columns for 'Username*', 'Email*', 'Active Begin Date', 'Active End Date', and 'Delete Date'. The table contains 15 rows of user data.

Username*	Email*	Active Begin Date	Active End Date	Delete Date
kate.hawkins@pearson.com	kate.hawkins@pearson.com			
leah.cronk@pearson.com	leah.cronk@pearson.com			
Julie.VanZante@act.org	Julie.VanZante@act.org			
Chelsea.Dowdell@act.org	chelsea.dowdell@act.org			
alisha.day@act.org	Alisha.Day@act.org			
Jeffrey.Fields@act.org	Jeffrey.Fields@act.org			
Ken.Romero@act.org	Ken.Romero@act.org			
Gary.holtz@act.org	Gary.Holtz@act.org			
mark.lengwin@act.org	mark.lengwin@act.org			
gregory.loebe@act.org	gregory.loebe@act.org			
natasha.williams@act.org	natasha.williams@act.org			
jody.anderson@pearson.com	jody.anderson@pearson.com			

Edit Users

Start > Create/Edit Users

The screenshot shows the ACT Users management interface. The top navigation bar includes the ACT logo and links for Home, Setup, Testing, Reports, and Support. The main header shows the current path: ACT > OHIO > ACT 2017 > ACT (ACT). The 'Users' section is active, showing a 'Tasks' panel with '0 Selected' and a 'Users' panel with '1 Selected'. The 'Find Users' section has a search bar and a dropdown menu with options: 'All Tasks', 'Create / Edit Users' (highlighted with a blue arrow), 'Reset Passwords', and 'Delete / Restore Users'. The 'Filters' section on the left includes options for 'Restrict to selected organization', 'First Name', 'Username', 'Account Status', 'Roles', and 'Organizations'. The main table displays 37 results with columns: Username, First Name, Last Name, Email, Active Begin Date, Active End Date, and Delete Date. The table lists users such as kate.hawkins@pearson.com, leah.cronk@pearson.com, Julie.VanZante@act.org, Chelsea.Dowdell@act.org, alisha.day@act.org, Jeffrey.Fields@act.org, Ken.Romero@act.org, Gary.holtz@act.org, mark.lengwin@act.org, gregory.loebe@act.org, natasha.williams@act.org, and jody.anderson@act.org.

ACT

Home Setup Testing Reports Support

Users

Tasks 0 Selected

Select Tasks Start

Users 1 Selected Clear

Manage

Find Users

Last Name or Email starts with Search

Filters Clear Hide

☐ Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status

Select

Roles

Select one or more

Organizations

Select one or more

Toggle secondary filters

37 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Active Begin Date	Active End Date	Delete Date
<input type="checkbox"/>	kate.hawkins@pearson.com ⓘ	Kate	Hawkins	kate.hawkins@pearson.com			
<input type="checkbox"/>	leah.cronk@pearson.com ⓘ	Leah	Cronk	leah.cronk@pearson.com			
<input type="checkbox"/>	Julie.VanZante@act.org ⓘ	Julie	VanZante	Julie.VanZante@act.org			
<input type="checkbox"/>	Chelsea.Dowdell@act.org ⓘ	Chelsea	Dowdell	chelsea.dowdell@act.org			
<input type="checkbox"/>	alisha.day@act.org ⓘ	Alisha	Day	Alisha.Day@act.org			
<input type="checkbox"/>	Jeffrey.Fields@act.org ⓘ	Jeffrey	Fields	Jeffrey.Fields@act.org			
<input checked="" type="checkbox"/>	Ken.Romero@act.org ⓘ	Ken	Romero	Ken.Romero@act.org			
<input type="checkbox"/>	Gary.holtz@act.org ⓘ	Gary	Holtz	Gary.Holtz@act.org			
<input type="checkbox"/>	mark.lengwin@act.org ⓘ	Mark	Lengwin	mark.lengwin@act.org			
<input type="checkbox"/>	gregory.loebe@act.org ⓘ	Greg	Loebe	gregory.loebe@act.org			
<input type="checkbox"/>	natasha.williams@act.org ⓘ	Natasha	Williams	natasha.williams@act.org			
<input type="checkbox"/>	jody.anderson@pearson.com ⓘ	Jody	Anderson	jody.anderson@pearson.com			

Edit Users

Edit and Save

The screenshot shows the 'DETAILS' section of a user management interface. It contains several input fields and buttons. Blue arrows are overlaid on the image to highlight specific elements:

- An arrow points to the 'Save' button at the top right.
- An arrow points to the 'Selected Organizations*' field, which contains 'x ACT (ACT)'.
- An arrow points to the 'Selected Roles*' field, which contains 'x Administrator' and 'x Lead Group'.
- An arrow points to the 'Email*' field, which contains 'Ken.Romero@act.org'.
- An arrow points to the 'Active Begin Date' field.
- An arrow points to the 'Active End Date' field.
- An arrow points to the 'Delete Date' field.
- An arrow points to the 'First Name*' field, which contains 'Ken'.
- An arrow points to the 'Last Name*' field, which contains 'Romero'.
- An arrow points to the 'Save' button at the bottom left.
- An arrow points to the 'Show User Details' and 'Show Audit Trail' links on the right side.

The form includes the following fields and controls:

- DETAILS**
- Ken.Romero@act.org** (Email field)
- Save** (button)
- Reset** (button)
- Selected Organizations*** (field with 'x ACT (ACT)')
- Selected Roles*** (field with 'x Administrator' and 'x Lead Group')
- Account** (dropdown menu with 'Enabled')
- Email*** (field with 'Ken.Romero@act.org')
- Active Begin Date** (calendar icon)
- Active End Date** (calendar icon)
- Username*** (field with 'Ken.Romero@act.org')
- Delete Date** (calendar icon)
- First Name*** (field with 'Ken')
- Last Name*** (field with 'Romero')
- * Required** (text)
- Save** (button)
- Reset** (button)
- Show User Details** (link)
- Show Audit Trail** (link)

Reporting

ACT Test Reporting

- **Student Report**

- 1 copy of the ACT Student Report sent to student's home address

- **School-Level Reports**

- ACT Student Report (1)
- ACT Student Labels (2)
- ACT High School Check List Report (1)

The above reports will be sent to schools 3-8 weeks following receipt of answer documents.

- NEW! ACT State-Allowed Score Notification Letter (2)—**delivered no later than July 7, 2017.**
- ACT Profile Report- High School (1)—**delivered no later than July 7, 2017.**

ACT Test Reporting

- **District-Level Reports**
 - NEW! ACT Profile Report—High School
 - ACT Profile Summary Report—District
 - ACT Student Level Data File

Delivered no later than July 7, 2017.

Utah Accommodations for Spring 2017 Testing

Accommodations

- Two types of accommodations will be available:
 - Non-college reportable accommodations
 - ACT-approved accommodations

There are also locally approved accommodations.

Locally Approved Accommodations

- May be provided without ACT review or approval if all of the following apply:
 - Accommodations are consistent with the plan on file at school
 - Accommodations do not disrupt testing
 - Accommodations does not afford an advantage for the examinee
 - There are no unauthorized breaks
- May be provided in all testing situations.
 - Standard time
 - ACT-approved accommodations

Locally Approved Accommodations

- Preferential seating (e.g. front of room)
 - To hear properly, or wheelchair access
- Small group or individual testing
- Snack, drink, or medication for an examinee with a medical need
 - Test individually to avoid disturbing others
- Sign language interpreter
 - Not a relative
 - For directions and time cues only

Non-College Reportable Accommodations

- No ACT approval required
- Not college reportable
- Ordering information: A small overage of accommodations materials will be sent to your school. If you will need additional materials beyond what is being sent, the test coordinator will need to place an additional order.

ACT-Approved Accommodations

- Fully reportable to:
 - colleges
 - scholarships agencies
 - other entities
- Must have current at least one of the following:
 - Individualized Education Program (IEP)
 - Section 504 plan
 - An official accommodation plan

ACT-Approved Accommodations Request Process

- Request must be done through TAA
 - You must have trusted agent access to enter this site.
 - Available on state testing website
- Receipt deadline: **January 20, 2017**

Test Accessibility and Accommodations System (TAA)

- Submitting requests for accommodations to ACT
- Checking the status of requests
- Reviewing decision notifications
- Requesting reconsideration of requests that were not approved initially, if applicable
- Viewing examinee information for planning purposes, as needed


ACT-Approved Accommodations Request Process

- Accounts may be created and accessed only by representatives from schools that have relationships with ACT—the test coordinator.
- Once test coordinator manages access to TAA as the administrator for your school, the test coordinator can invite others to create an account and assist with accommodations requests. Those invited to create an account by the test coordinator will have the test accommodations coordinator (TAC) role.

Important! The TC should request the test coordinator role right away.

Requesting Test Coordinator Access in TAA

- Go to: <https://readiness.act.org/ccr/app/home>

 | College and Career Readiness Information System

We are currently transitioning our systems to an updated sign in experience.

Let us know below what you are trying to do and we will point you in the right direction

Order Materials	Request ACT-Approved Test Accommodations
Go to Ordering	Go to TAA

IMPORTANT NOTE: If you are a Supplier in ACT's Supplier Registration and Payment System (SRPS), please use the same email address to create an account in the Test Accessibility and Accommodations System (TAA). If you need assistance accessing your account, please contact ACT Customer Support at 877-789-2925.

Requesting Test Coordinator Access in TAA

Request Role

Test Coordinator Access Form

Are you an employee of an educational institution who needs to enter requests for test accommodations on behalf of examinees taking the ACT?

Request Role

Test Coordinator Access Form

Do you agree to take responsibility for granting, revoking, and managing your educational institution's TAA roles/accesses?

Request Role

Test Coordinator Access Form

Do you have permission and authority from your educational institution to access and disclose student-level data and other sensitive personal information related to accommodations requests you submit through TAA on the examinee's behalf?

Requesting Test Coordinator Access in TAA

Request Role

Test Coordinator Access Form

Please provide the name, title, phone number and email address of an administrator at your educational institution who can certify that you have permission and authority to access and disclose student-level data and other sensitive personal information that support the accommodations requests submitted through TAA on behalf of examinee(s).

Do not include your name and contact information below. You cannot self-certify your access rights.

*Administrator Name: (Valid Characters are A to Z)

*Administrator Title: (Valid Characters are A to Z)

*Administrator Phone Number: (No dashes, e.g.

8777892925)

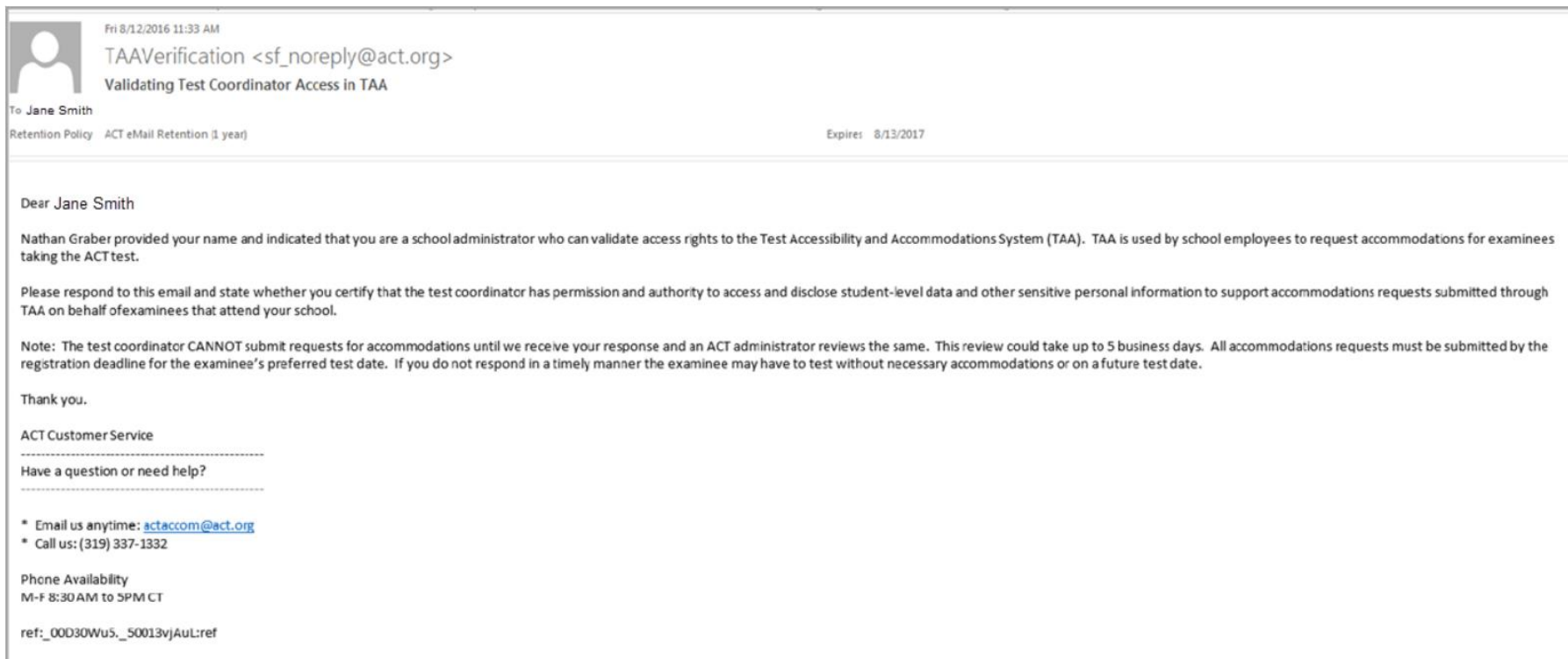
*Administrator Email Address:

* Required

Cancel

Save and Continue >

Requesting Test Coordinator Access in TAA



Associating/Adding Your Organization in TAA

The screenshot displays the ACT Test Accessibility and Accommodations System (TAA) interface. At the top, a dark blue header bar contains the ACT logo on the left, the text "Test Accessibility and Accommodations System" in the center, and user information on the right: "Katie Featherston", "Manage Account", and "LOG OUT". Below the header, a white navigation bar includes links for "FAQ" and "Contact Us". The main content area features a prominent red error message: "Account setup incomplete. Please associate yourself to an Organization and request a role to continue setup...". Directly beneath this message is a green button labeled "Add/Manage Organizations".

Associating/Adding Your Organization in TAA

[< Back to Test Accessibility and Accommodations System](#)

My Account

My Organizations

IMPORTANT NOTE: If you are having trouble locating your organization, please check that the country or state you have provided is correct. If the country and state are correct and you are still having trouble, try searching under "All Countries" or "All Cities." If you need further assistance, please contact ACT Customer Support at 877-861-3003.

Information!

Please select the organizations that you represent

< return to menu

All Countries

All States

All Cities

act high school

Add

CONTRACT HIGH SCHOOL
2825 W MERCER WAY
MERCER ISLAND, WA

ACT HIGH SCHOOL
asd
IOWA CITY, IA

ACT HIGH SCHOOL DISTRICT
100 MAIN ST
IOWA CITY, IA

Things To Start Thinking About

-
- **Facilities planning**
 - **Computer room setup and meeting minimum requirement**
 - **Planning for uninterrupted testing**
 - **Selecting staff that meet ACT's testing staff requirements**
 - **Room supervisor**
 - **Proctor (if needed)**
 - **Roving proctor**
 - **Training staff**
 - **Planning for pre-test session/non-cognitive session**
 - **Ensuring that testing material is secure before and after testing**

More information to be shared at an upcoming training. You can also refer to the material posted on the state testing website.

Off-Site Testing Requirements

- Testing must only occur at a location that meets ACT facility requirements.
- Off-site testing is available for all days of testing: Initial, makeup, and/or testing with accommodations.

ACT Calculator Policy

- ACT's policy applies to all ACT testing, including in-school state administrations.
- Updated policy can be found on actstudent.org:
 - www.actstudent.org/faq/calculator.html
 - Calculators with built-in CAS functions are prohibited.
 - Some calculators are permitted, but only if CAS functionality/programs have been removed.
- It is the examinee's responsibility to know if his/her calculator is permitted for ACT testing.

Resources and Upcoming Trainings

Training Opportunities

- ACT Accommodations Webcast (on demand)
 - Currently available
- ACT Accommodations Q&A (live)
 - December 2, 2016 10:00 am MT (11:00 am CST)
- ACT Test Administration Webcast (on demand)
 - Available on a rolling basis beginning November 7, 2016
- ACT Test Administration Q&A (live)
 - November 18, 2016 10:00 am MT (11:00 am CST)
 - February 10, 2017 10:00 am MT (11:00 am CST)

ACT and Utah Web Resources

- ACT State Testing Website for Utah
 - www.act.org/aap/utah/act.html
- ACTStudent.org website
 - www.actstudent.org
- ACT Calculator Policy and FAQ
 - www.actstudent.org/faq/calculator.html

ACT Contact Information

- **Standard Time**
 - **Phone:** 800.553.6244, ext. 2800
 - **Email form:** www.act.org/aap/state/contact.html
- **Accommodations**
 - **Phone:** 800.553.6244, ext. 1788
 - **Email:** ACTStateAccoms@act.org

State Contact Information

- For Utah policy inquiries, please contact:
 - Jared Wright, Utah State Office of Education
 - 801-538-7871
- jared.wright@schools.utah.gov
- www.schools.utah.gov/main/